

# **PEDS Data Entry Training Direct Services (Aggregate Data)**

## **NEW FRAMEWORK**

**Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs**



# Goals of training

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- To define “direct services.”
- To learn how to enter direct services aggregate data from data collection tools into PEDS.
- To learn how to edit and delete direct services aggregate data from PEDS.

# Direct services

## Definition

Services delivered to an individual or group of children 0-5, their parents, or other family members.

The **Direct Services** data collection tool collects information on:

- **What** and **when** services were delivered.
- **How** services were provided (modality: *optional*).
- **How many** unique participants were served by each result/service area.
- **Who** were the direct recipients of the services.

The  
**Direct Services**  
tool records  
***nonduplicated***  
participant  
counts per  
result/service  
area.

# How do I enter direct services into PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

Please select a Reporting Period: 2006-2007 Fiscal Year

**Activities (Aggregate Data)**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 10/20/2006 End Date: 11/03/2006  
Enter/View Data for Strategy:

[Direct Service](#) [Infrastructure Investments](#)  
[Community Strengthening](#) [Systems Change Activities](#)  
[Provider Capacity Building](#) [SNP No Consent](#)

**Achievement Milestones**  
[Enter/View Data](#)

**Funds Spent**  
[By Service Area](#)

**(Individual Data)**  
Add a New Core Participant:  
[Core Prenatal Parent](#) [Core Child 0-5 and Guardian](#)  
Add a New Non-Core Participant (INC):  
[Non-Core Guardian](#) [Non-Core Child 0-5](#)  
Search For Participant:  
Last Name:  Gender:   
Type:  Status: Active   
[Search](#)

**Group Service Details**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 10/20/2006 End Date: 11/03/2006  
[Enter/View Data](#) [Design Groups](#)

**Click Direct Service.**

User: sanders.mary (0 login attempts since 10/31/2006 10:12:04 AM)  
User Type: Funded Program User  
Funded Program: Mayberry Resource Center

Done Trusted sites

# Direct Services

## Entry of modality (optional)

Select the **Modality** from the drop-down menu (optional).

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**  
**Activities (Aggregate Data)**

**Strategy: Direct Service**

Modality:  Start Date: 07/01/2006 End Date: 11/03/2006

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

**Modality Information** | **Activity Information** | **Participant Information**

**Modality Information**

Modality:

**Date Information**

Date (mm/dd/yyyy):

**Location Information**

Service Location:

00 - Not specified  
01 - Case management  
02 - Home visit  
03 - Mobile service  
04 - In-person consultation/service  
05 - Support group session  
06 - Class/workshop  
07 - Public/community event  
08 - Phone consultation  
09 - Mailing/distribution of materials  
99 - Other

**Refresh** **Next**

Done Trusted sites

Not specified modality is set as the default.

# Direct Services

## Entry of date

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/03/2006 Go

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

**Modality Information** | **Activity Information** | **Participant Information**

**Modality Information**

Modality: 06 - Class/workshop

**Date Information**

Date (mm/dd/yyyy): 08/15/2006 or Start Date (mm/dd/yyyy): End Date (mm/dd/yyyy):

**Location Information**

Service Location:

Refresh Next

Done Trusted sites

# Direct Services

## Entry of date range

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/03/2006

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

**Modality Information** | **Activity Information** | **Participant Information**

**Modality Information**

Modality: 06 - Class/workshop

**Date Information**

Date (mm/dd/yyyy):  Start Date (mm/dd/yyyy): 08/01/2006 End Date (mm/dd/yyyy): 08/30/2006

**Location Information**

Service Location:

If services were delivered over a period of time, enter a **Start Date** and **End Date**.

Done Trusted sites

# Direct Services

Entry of service location (optional)

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

**Activities (Aggregate Data)**

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/03/2006 Go

Modality	Date/Date Range
Class/workshop	

Select the **Service Location** from the drop-down menu (optional).

Modality Information	Activity Information	Participant Information
<b>Modality Information</b> Modality 06 - Class/workshop		
<b>Date Information</b> Date (mm/dd/yyyy) <input type="text"/> Or Start Date (mm/dd/yyyy) 08/01/2006 End Date (mm/dd/yyyy) 8/30/2006		
<b>Location Information</b> Service Location <input type="text"/> Mayberry Resource Center		

Refresh Next

Click Next.

Service Location is optional and added by using the Program Setup tab.

Trusted sites



# Direct Services

Entry of activity information: Focused Listing (optional)

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

Activities (Aggregate Data)

Activities (Aggregate Data)

Modality:

Modality

Class/workshop

Modality Information Activity Information Participant Information

Modality: 06 - Class/workshop

Activities: ☐ Show All ☒ Focused Listing

**Result 1: Improved Family Functioning (Family Support, Education and Services)**

- ☐ Behavioral, Substance Abuse, and Mental Health Services
  - ☐ Parent-child intervention
- ☐ Community Resource and Referral
- ☐ General Parenting Education Programs

**Result 2: Improved Child Development (Child Development Services)**

- ☒ Early Education Programs for Children (Other than School)
- ☒ Recreational/physical activities for children alone

Next

Done Trusted sites

PEDS displays a **Focused Listing** of preselected service areas and/or subactivities specific to each program (e.g., the most common combination of activities delivered).

**Focused Listings** are optional and added by using the **Program Setup** tab.

# Direct Services

Entry of activity information: Focused Listing (optional)

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

**Activities (Aggregate Data)**

Modality:  Modal

Class/workshop

Modality Information Participant Information

Modality: 06 - Class/workshop

Activities: ☐ All ☒ Focused Listing

**Result 1: Improved Family Functioning (Family Support, Education and Services)**

- ☐ Behavioral, Substance Abuse, and Mental Health Services
  - ☐ Parent-child intervention
- ☐ Community Resource and Referral
- ☐ General Parenting Education Programs

**Result 2: Improved Child Development (Child Development Services)**

- ☒ Early Education Programs for Children (Other than School Readiness and Preschool for 3 and/or 4 year olds)
  - ☒ Recreational/physical activities for children alone or together with parents

Done Trusted sites

# Direct Services

Entry of activity information: Select All

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

**Activities (Aggregate Data)**

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/03/2006 Go

Modality	
Class/workshop	07/01/2006

Modality Information Activity Information Participant Information

Modality: 06 - Class/workshop

Activities: ☐ Show All ☒ Focused Listing

**Result 1: Improved Family Functioning (Family Support, Education and Services)**

- ☒ Behavioral, Substance Abuse, and Mental Health Services
  - ☒ Parent-child intervention
- ☒ Community Resource and Referral
- ☒ General Parenting Education Programs

**Result 2: Improved Child Development (Child Development Services)**

- ☒ Early Education Programs for Children (Other than School Readiness and Preschool for 3 and/or 4 year olds)
  - ☒ Recreational/physical activities for children alone or together with parents

Refresh Previous Next

Done Trusted sites

# Direct Services

## Entry of activity information: Show All

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

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Activities (Aggregate Data)

Modality: 06 Go

Modality Information Activity Information Participant Information

Modality: 06 - Class/workshop

Activities: ☒ Show All ☐ Focused Listing

**Result 1: Improved Family Functioning (Family Support)**

- ☒ Behavioral, Substance Abuse, and Mental Health Services
  - ☐ Substance abuse treatment/screening
  - ☐ Behavioral aides
  - ☒ Parent-child intervention
  - ☐ Social skills training
- ☐ Adult Education and Literacy for Parents
  - ☐ Adult literacy programs

Refresh Previous Next

Done Trusted sites

Select **Show All** to display all activities.

Scroll down to see all activities.

Select **all** appropriate service areas and subactivities by clicking applicable boxes.

Click **Next**.

# Direct Services

## Entry of participant information

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 07/01/2006 - 07/31/2006

Enter total number of participants by client type.

Participants are counted only once regardless of how many times they received services.

Modality Information

Modality: 00 - Not specified

Participant Information

Children (0 to 5) 10 Total number of participants

Children (0 to 5) Total number of participants 10

Ethnicity

	#		#
Alaska Native or American Indian	0	White	5
Asian	2	Multiracial	0
Black / African American	1	Other	0
Hispanic / Latino	2	Unknown	0
Pacific Islander	0		

Children (0 to 5) Total number of participants 10

Primary language

	#
English	2

Save

Done Trusted sites

# Direct Services

## Entry of participant information

The screenshot shows a web application interface for entering participant data. The top navigation bar includes 'Main Menu' and 'Help'. The page title is 'Activities (Aggregate Data)'. The form is for 'Strategy: Direct Service' with a 'Start Date' of 07/01/2006 and an 'End Date' of 11/09/2006. A 'Go' button is next to the end date. Below the date fields, there are tabs for 'Modality Information', 'Participant Information', and 'Participant Information'. The 'Participant Information' tab is active, showing a table for 'Children (0 to 5) Ethnicity'. The table has columns for ethnicity and count. The total number of participants is 10. A red octagon callout points to the table with the text: 'The sum of participants must equal the total number of participants.' At the bottom of the form, there are 'Refresh', 'Previous', and 'Save' buttons. A red speech bubble callout points to the 'Save' button with the text: 'Click Save.'

Enter participant counts by ethnicity, primary language, and children's ages.

Scroll down to complete all data entry fields.

The sum of participants must equal the total number of participants.

Click Save.

Children (0 to 5) Ethnicity	
#	#
Alaska Native	0
Asian	2
Black /	1
Hispanic	2
Pacific	0
White	5
Multiracial	0
Other	0
Unknown	0

Children (0 to 5) Primary Language	
#	#
English	6
Spanish	2

# How do I edit direct service aggregate data in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

## Activities (Aggregate Data)

Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/09/2006 Go

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

**Modality Information**

Modality 06 - Class/workshop

**Date Information**

Date (mm/dd/yyyy) Or Start Date (mm/dd/yyyy) 07/01/2006 End Date (mm/dd/yyyy) 07/31/2006

**Location Information**

Service Location Mayberry Resource Center

Delete Refresh Next

Done Trusted sites

To find activities from an earlier reporting period, change the **Start Date** and click **Go**.

# How do I edit direct service aggregate data in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

## Activities (Aggregate Data)

Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/09/2006 Go

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

Select the entry you wish to edit.

Modality Information Activity Information Participant Information

Modality Information

Modality 06 - Class/workshop

Date Information

Date (mm/dd/yyyy)  Or Start Date (mm/dd/yyyy) 07/01/2006 End Date (mm/dd/yyyy) 07/31/2006

Location Information

Service Location Mayberry Resource Center

Delete Refresh Next

Make the necessary changes, and click **Next**.

Done Trusted sites



# How do I edit direct service aggregate data in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

## Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/09/2006 Go

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

Modality Information Activity Information Participant Information

Modality: 06 - Class/workshop

Activities: ☒ Show All ☐ Focused Listing

**Result 1: Improved Family Functioning (Family Support, Education and Services)**

- ☒ Behavioral, Substance Abuse, and Mental Health Services
  - ☐ Substance abuse treatment/screening
  - ☒ Behavioral aides
  - ☐ Parent-child intervention
  - ☐ Social skills training
- ☐ Adult Education and Literacy for Parents
  - ☐ Adult literacy programs

Make the necessary changes, and click **Next**.

Delete Refresh Previous Next

Done Trusted sites

# How do I edit direct service aggregate data in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

### Activities (Aggregate Data)

Strategy: Direct Service

Modality:  Start Date: 07/01/2006 End Date: 11/09/2006 Go

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

**Modality Information** **Activity Information** **Participant Information**

Modality: 06 - Class/workshop

**Participant Information**

Children (0 to 5)  Total number of participants

Children (0 to 5) Total number of participants 20

**Ethnicity**

	#		#
Alaska Native or American Indian	<input type="text" value="5"/>	White	<input type="text" value="5"/>
Asian	<input type="text" value="5"/>	Multiracial	<input type="text" value="0"/>
Black / African American	<input type="text" value="0"/>	Other	<input type="text" value="0"/>
Hispanic / Latino	<input type="text" value="5"/>	Unknown	<input type="text" value="0"/>
Pacific Islander	<input type="text" value="0"/>		

Children (0 to 5) Total number of participants 20

**Primary language**

	#		#
English	<input type="text" value="20"/>	Spanish	<input type="text" value="0"/>

Delete Refresh Previous Save

Done Trusted sites

Make the necessary changes, and click **Save**.

# How do I delete direct service aggregate data from PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Help

Activities (Aggregate Data)

Strategy: Direct Service

Modality: [Dropdown] Start Date: 07/01/2006 End Date: [Dropdown]

Modality	Date/Date Range
Class/workshop	07/01/2006 - 07/31/2006

Modality Information: Modality 06

Date Information: Date (mm/dd/yyyy) Or Start Date (mm/dd/yyyy) 07/01/2006 End Date (mm/dd/yyyy) 07/31/2006

Location Information: Service Location Mayberry Resource Center

Are you sure you want to delete this record?

OK Cancel

Delete Refresh Next

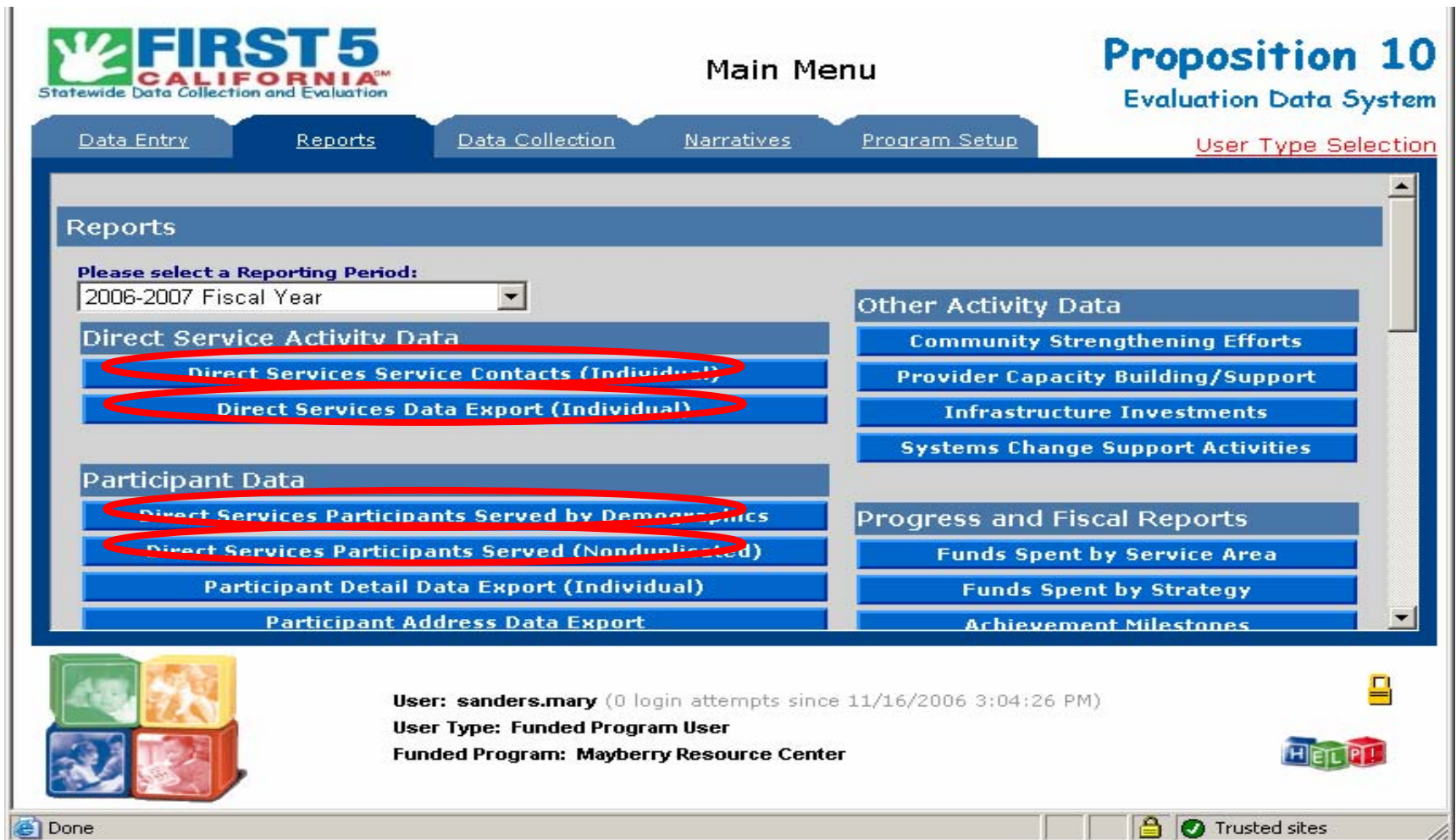
1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK** to delete this record.

# Direct Services

## Applicable reports



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Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

### Reports

Please select a Reporting Period:  
2006-2007 Fiscal Year

#### Direct Service Activity Data

- Direct Services Service Contacts (Individual)
- Direct Services Data Export (Individual)

#### Participant Data


- Direct Services Participants Served by Demographics
- Direct Services Participants Served (Nonduplicated)
- Participant Detail Data Export (Individual)
- Participant Address Data Export

#### Other Activity Data


- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities


#### Progress and Fiscal Reports

- Funds Spent by Service Area
- Funds Spent by Strategy
- Achievement Milestones



User: sanders.mary (0 login attempts since 11/16/2006 3:04:26 PM)  
User Type: Funded Program User  
Funded Program: Mayberry Resource Center



Done  Trusted sites

# Direct Services

## Summary of data entry

### To Add

#### Modality Information

- Select modality (optional).
- Enter date or date range.
- Enter service location (optional).
- Click **Next**.

#### Activity Information

- Select service.
  - Focused Listing or Show All.
- Select service area and/or subactivity checkboxes.
- Click **Next**.

#### Participant Information

- Enter participant count and demographic data for each type of participant served.
- Click **Save**.

### To Edit

- Select entry to be edited.
- Enter the necessary changes to Modality Information screen.
- Click **Next**.
- Enter the necessary changes to Activity Information screen.
- Click **Next**.
- Enter the necessary changes to Participant Information screen.
- Click **Save**.

### To Delete

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.